



WA-State Online Recruiting System (OLRS) Training

DES_08-D0420

Course Information

This 1.5-day training gives you the tools you need to understand the structure and purpose of the Online Recruiting System (OLRS) that is an enterprise wide, web-based tool used by state agencies and job seekers. You will learn about job postings, online job applications, applicant tracking, screening, requisition management, and reporting for state agencies.

Upon completion of this course, you should:

- Understand the key roles used within the OLRS system,
- Know how to use the key recruiting functions,
- Experience and use new terminology,
- Perform common recruiting activities in the system,
- Understand best practices for performing the states unique business processes (e.g., Layoff, GGTP, Veteran's Preference), and
- Learn how and where to access the OLRS and State resources.

Who Should Attend

Human Resource professionals who use the online recruiting system to publish their job postings.

Course Dates and Time (1 and a 1/2 day class)

- August 4, 2016 – 8:30 am – 4:00 pm and
- August 5, 2016 – 8:30 am – 12:00 pm

Location

Department of Enterprise Services - Training Center Computer Lab, 1500 Jefferson St, Olympia

Registration

Contact your agencies training representative for course registration through the Learning Management System.

NOTE: A \$50 No Show/Late Cancellation fee applies to this class.